



Town of Stow Conservation Commission

380 Great Road
Stow, Massachusetts 01775
(978) 897-8615
FAX (978) 897-4534
conservation@stow-ma.gov

Notice of Intent & Abbreviated Notice of Intent Application Checklist

Please note that the Commission generally meets on the 1st and 3rd Tuesday of each month and hearing agendas are filled in the order applications are received. Applications must be received approximately two weeks before the scheduled hearing to allow time for legal notices. Contact the Commission at 978-897-8615 or conservation@stow-ma.gov to confirm available hearing dates and deadlines. Also please note that there is a 10 business day appeal period from the issuance of the decision before you are permitted to start work on your project. Links to forms are on our website.

Application Submittals - To Con Comm by hand delivery or Certified Mail

- ☐ Original plus 4 copies of completed DEP Notice of Intent, narrative, stormwater report, drainage calculations, waiver requests (see form on website), and other information as appropriate
- ☐ 5 copies of Site Plan(s)
- ☐ 1 copy of NOI Fee Transmittal Form (Form on DEP Website)
- ☐ USGS Locus Map of showing Property Location within Stow - Locus maps can be made at MassGIS's OLIVER mapping site at http://maps.massgis.state.ma.us/map_ol/oliver.php
- ☐ Copy of Certified Abutters List
(NOTE: The Assessors may take up to 10 days to process requests for abutters lists and charge a fee for lists. You can request a list from the Assessing Office at Town Building)

You are required to mail abutters either using a Certificate of Mailing from the Post Office or via certified mail. When your application is ready contact the Commission and we can provide the one page notification of date/time/place of public hearing. **Proof of mailing must be provided at or before the public hearing.**
- ☐ Affidavit of Mailing to Abutters Form (on Conservation Commission website)
- ☐ Check to Stow Independent for \$65 (we will take care of placing the legal notice in the paper)
- ☐ Check to Town of Stow for Local Portion of State Wetlands Protection Act Fee
- ☐ Check to Town of Stow for Local Wetlands Bylaw Fee
- ☐ 1 copy of DEP check (State Portion of State Wetlands Protection Act Fee)

You must ALSO send one copy of your complete application and plans to DEP Central Regional Office at 8 New Bond Street, Worcester MA 01606. Also send your DEP check and fee transmittal form to DEP, Box 4062, Boston MA 02211. Failure to mail to DEP will delay project approval.